

Job Description

Executive Director Richland Area Community Center

The Executive Director of the Richland Area Community Center represents the center in the community, serves as professional advisor to the board of directors, directs activities of the organization, coordinates various functions within the community, manages the facility, supervises staff and creates and open and supportive environment

Organizational Mission

Our mission is to be a vibrant and inclusive community center. We focus on arts and culture, healthy living, lifelong learning and physical fitness.

Essential Duties and Responsibilities

Management:

- Financial – directs the Center's finances, budget, and cost controls
- Fund Development – grant writing, donor stewardship, fundraising, event planning
- Non-profit compliance requirements
- Building maintenance

Public Relations:

- Effective communications internally and externally
- Marketing and media relations
- Center representative within the community
- Develops a positive environment for the community and staff

Program Development:

- Oversees and supports program initiatives
- Develops programs in line with strategic plan
- Establishes policies for administrative components of programs and contractual agreements.

Desired Qualifications and Skills:

A four year degree is required. Advanced degree preferred or four years related experience or training or and equivalent combination of education and experience. Ability to demonstrated success in staff leadership, fundraising, programming, partnership and financial management. Experience in building relationships and engaging the community. The candidate must be familiar with nonprofit practices. Excellent written, verbal and interpersonal skills.

Compensation – commensurate with experience

Send Resumes to mtgustas@aol.com

Fax with cover letter to (269) 345-9486